



DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	RELEASE DATE:	Wednesday, December 30, 2009
POSITION TITLE:	Assistant Deputy Director, Labor and Human Resource Management	FINAL FILING DATE:	Wednesday, January 13, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	11162009_2

POSITION DESCRIPTION

The Assistant Deputy Director, Labor and Human Resource Management, under the administrative direction of the Deputy Director for Management Services, is responsible for the development, recommendation, and implementation of policies relative to the department's Labor Relation and Human Resource programs. The incumbent reports directly to the Director and Chief Deputy Director on sensitive labor relation issues that affect the department's operations and may act for the Deputy Director for Management Services in his or her absence. The incumbent is a member of the department's Executive Advisory Committee and the California Firefighter Joint Apprenticeship Committee and is the key liaison with the unions, Department of Personnel Administration, State Personnel Board, and the State Controller's Office.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- *Demonstrated experience in an executive capacity with responsibility for program administration and policy development.

- *Knowledge of and demonstrated experience in the field of Labor Relations; recommend bargaining policy positions and strategies, oversight of investigations and mediation for grievances, unfair labor practices, and arbitrations.

- *Strong management skills, particularly in the area of policy and program direction, and the demonstrated ability to establish priorities and successfully resolve issues.

- *Excellent interpersonal/communication skills, and management and leadership skills to ensure successful performance in an executive role.

- *Knowledge of the principles and practices of personnel administration in state government.

- *Knowledge of the Department of Forestry and Fire Protection programs (e.g., Fire Protection, Resource Management, and Office of the State Fire Marshal).

- *Demonstrated ability to communicate effectively with high-level department, state, and federal officials; represent the department in resolution of critical and sensitive issues with the Department of Personnel Administration, the State Personnel Board, the State Controller's Office, the Department of Finance, all employee groups and unions, and other government agencies and committees affiliated with labor and human resource policies and direction.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Deputy Director, Labor and Human Resource Management**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, resume, and Statement of Qualifications screening committee. All interested applicants must file an "Examination and/or Employment Application (Std. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the Knowledge and Abilities and the Desirable Qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the examination process. Hiring interviews may be held for the top candidates as determined via this examination process.

Your signature on your application signifies that the information provided in your application,

resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

FILING INSTRUCTIONS

Interested applicants are required to submit:

*An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment.

*A resume.

*A Statement of Qualifications" with specific information and examples of how your background meets the Knowledge and Abilities and the Desirable Qualifications. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format typed to facilitate easy reading, and not exceed two pages in length with a font no smaller than 10 pitches. Resumes do not take the place of the Statement of Qualifications.

Applicants must file their application, resume, and Statement of Qualifications with the Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: Rosalie Turbeville, Examination Unit.

ALL APPLICATION MATERIALS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF JANUARY 13, 2010 TO BE CONSIDERED. APPLICATION PACKAGES WILL NOT BE ACCEPTED VIA INTEROFFICE MAIL. POSTMARKS WITH THE FINAL FILING DATE WILL NOT BE ACCEPTED UNLESS RECEIVED IN OUR OFFICE BY 5:00 P.M. ON THE FINAL FILING DATE. APPLICATIONS RECEIVED IN OUR OFFICE AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED. FACSIMILE OR ELECTRONIC (EMAIL) APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATIONS RECEIVED WITHOUT THE REQUIRED RESUME AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you are a military veteran, attach a legible copy of your Certificate of Release or Discharge from Active Duty (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., Type of Discharge).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A resume.

Applications must be submitted by the final filing date to:

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam Unit
P. O. Box 944246, Sacramento, CA 94244-2460

Rosalie Turbeville | (916) 445-7909 | rosalie.turbeville@fire.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>